

## Review My Time By Week

Use this procedure to view a timesheet from the current or previous week using the **Review My Time By Week** page. Review timesheet information for a specific week including:

- **Week Totals:** Balances (in hours) accumulated for the week by category.
- **Details of Timesheet Entry:** Includes reported time for the week and status of the entry.

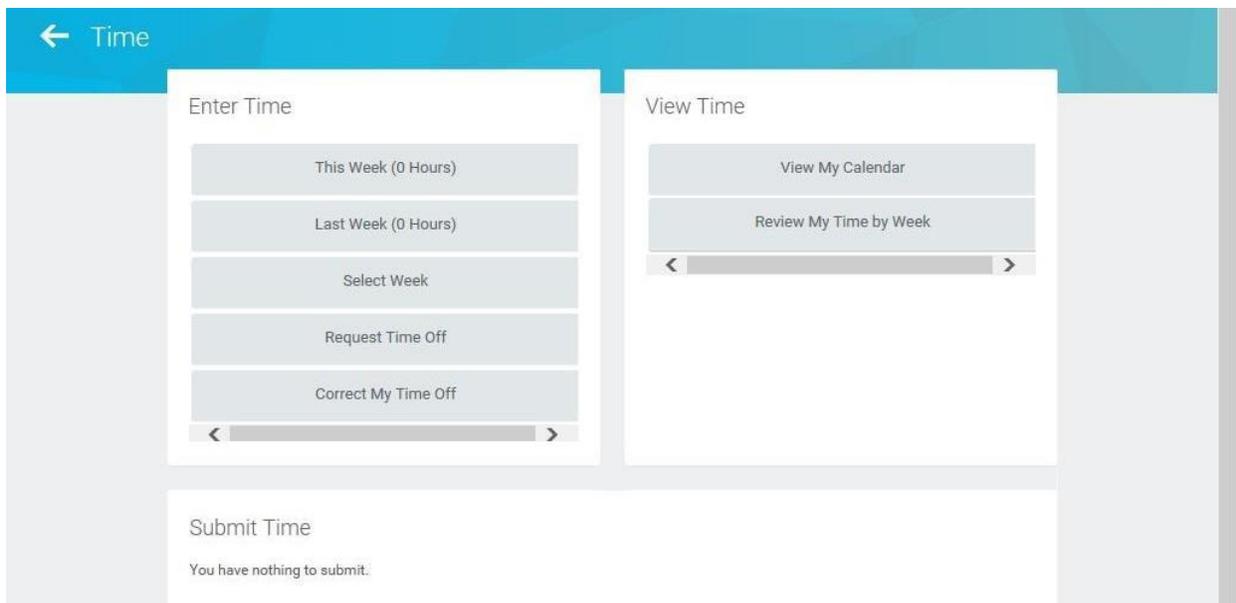
You can view reported time for one week at a time on this page.

### Procedure:



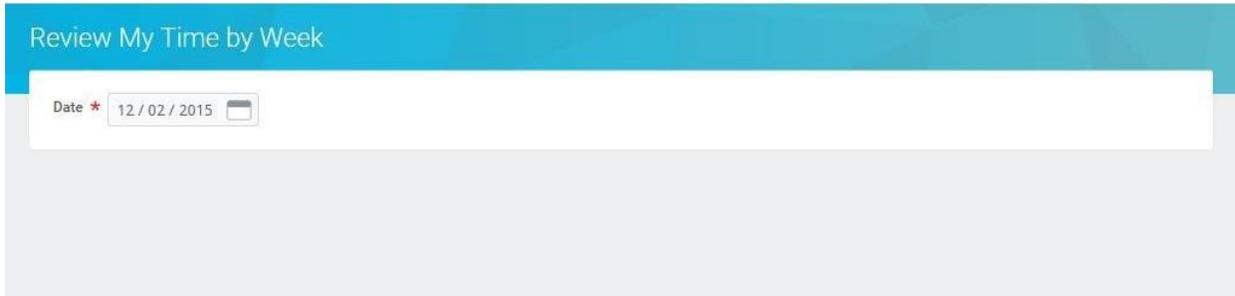
1. From the Home page, click the Time worklet.

### Time Worklet



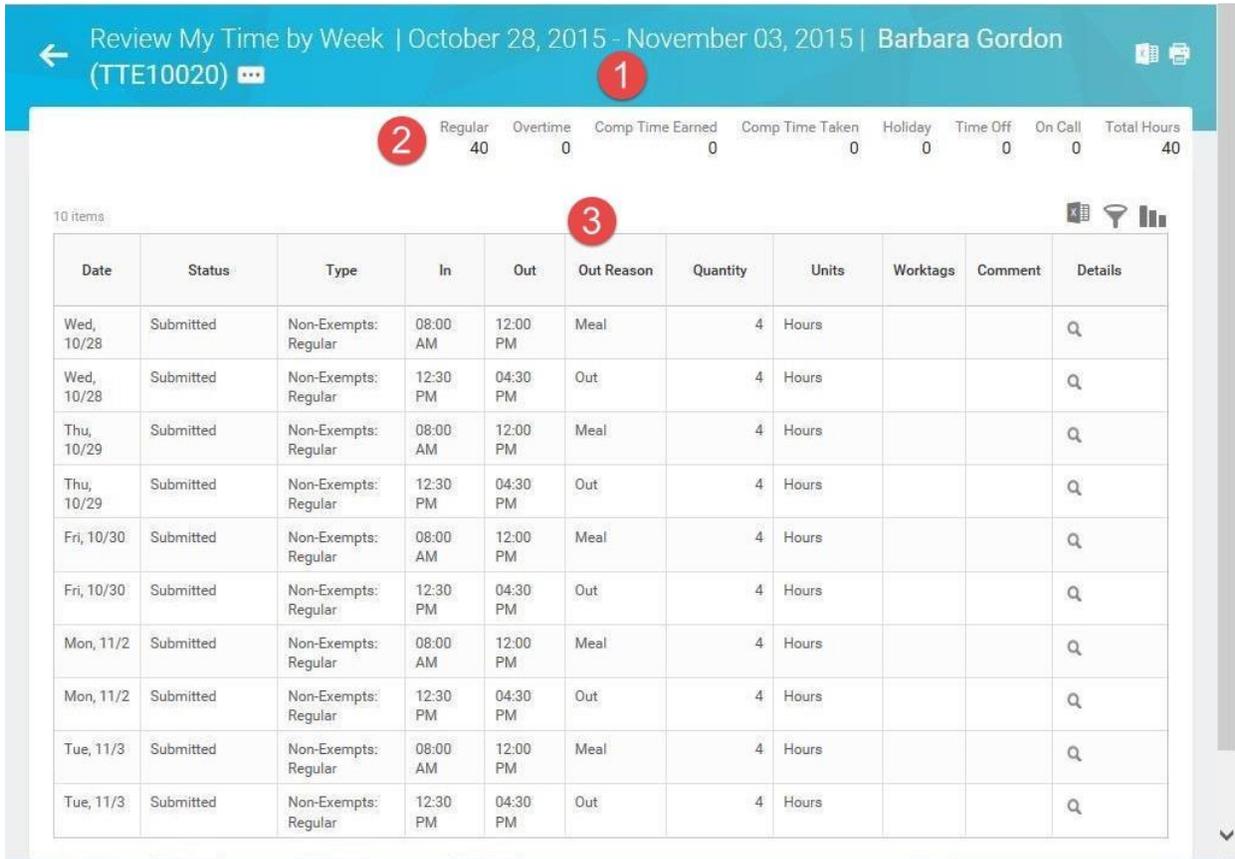
2. Under **View Time**, click the **Review My Time by Week** button.

**Review My Time by Week – Date Selection**



3. In the Date field, enter or select a date in the current or a previous week.
4. Click the **OK** button.

**Review My Time by Week**



Review My Time by Week | October 28, 2015 - November 03, 2015 | Barbara Gordon (TTE10020)

Regular	Overtime	Comp Time Earned	Comp Time Taken	Holiday	Time Off	On Call	Total Hours
40	0	0	0	0	0	0	40

Date	Status	Type	In	Out	Out Reason	Quantity	Units	Worktags	Comment	Details
Wed, 10/28	Submitted	Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	4	Hours			Q
Wed, 10/28	Submitted	Non-Exempts: Regular	12:30 PM	04:30 PM	Out	4	Hours			Q
Thu, 10/29	Submitted	Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	4	Hours			Q
Thu, 10/29	Submitted	Non-Exempts: Regular	12:30 PM	04:30 PM	Out	4	Hours			Q
Fri, 10/30	Submitted	Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	4	Hours			Q
Fri, 10/30	Submitted	Non-Exempts: Regular	12:30 PM	04:30 PM	Out	4	Hours			Q
Mon, 11/2	Submitted	Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	4	Hours			Q
Mon, 11/2	Submitted	Non-Exempts: Regular	12:30 PM	04:30 PM	Out	4	Hours			Q
Tue, 11/3	Submitted	Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	4	Hours			Q
Tue, 11/3	Submitted	Non-Exempts: Regular	12:30 PM	04:30 PM	Out	4	Hours			Q



On the Review My Time by Week page, view the details of the timesheet.

**Review My Timesheet By Week Page Information**

#	Field/Information	Description
1	Timesheet Date Range	This section of the page displays the date range of the timesheet and the employee name and Employee ID.
2	Timesheet Week Totals	This section displays the applicable weekly balances (in hours) by category.  For example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday, Emergency, Time Off, etc.
3	Details of Time Entry	This table displays details of the time entered for the week including: <ul style="list-style-type: none"> <li>• <b>Date:</b> The date on the timesheet.</li> <li>• <b>Status:</b> The status of the timesheet entry, e.g., Not Submitted, Submitted, Approved.</li> <li>• <b>Type:</b> The time code that was entered.</li> <li>• <b>Time Off Reason:</b> The reason entered for leave taken. <b>Note:</b> This field displays when leave is reported on the timesheet.</li> <li>• <b>In:</b> The start time of work.</li> <li>• <b>Out:</b> The end time of work.</li> <li>• <b>Out Reason:</b> The reason the employee departed (e.g., left for a meal or left for the day).</li> <li>• <b>Quantity:</b> The number of hours, periods, etc. calculated for a row.</li> <li>• <b>Units:</b> The unit of measure for a time entry (e.g., hours, periods, etc.)</li> <li>• <b>Worktags:</b> Worktags categorize time entered for reporting, such as time paid through a grant. Worktags are not used by all agencies.</li> <li>• <b>Position:</b> For employees with multiple jobs, position for which time is entered displays.</li> <li>• <b>Comment:</b> Comments that were entered when entering time.</li> <li>• <b>Details:</b> Click magnifying glass to see additional details on the time entry, including: Reported Time, Calculated Time, and History of timesheet entry.</li> </ul>

5. The System Task is complete.